

# THE BRITISH WOMEN'S GROUP BANGKOK CONSTITUTION

## 1. NAME

The name of the Group shall be The British Women's Group (and shall be referred to in this Constitution as "the Group").

## 2. OBJECT

The object of the Group is to enable its Members and Associate Members (as defined below in Section 3) to meet socially, to welcome its new Members and Associate Members to Bangkok and to establish a programme of social, cultural and welfare activities.

## 3. MEMBERSHIP

Full membership of the Group is open to women (who shall be called and are referred to in this Constitution as "Members"):

- (a) who are current British citizens or former British citizens or
- (b) whose husbands hold a valid British passport.

In addition, the Committee may in its absolute discretion offer an associate membership to certain women not included in sub-sections (a) and (b) above (who shall be called and are referred to in this Constitution as "Associate Members"), who shall enjoy the privileges of membership of the Group provided that such Associate Members:

- (i) Associate Members may sit on the Committee and have a full vote on the Committee providing they do not comprise more than twenty percent of Committee Members. They may not be elected Officers. Associate Committee Members are entitled to vote at any Annual General Meeting

or Extraordinary General Meeting (as defined in Sections 9 and 12 below).

- (ii) shall together in number not exceed twenty percent of the paid up membership of the Group.

#### **4. MANAGEMENT**

The Group is under the control of its Members (as defined in Section 3(i) above) exercised through a Committee to be elected at an Annual General Meeting (AGM) to be held before 1<sup>st</sup> April each year.

#### **5. THE COMMITTEE**

- (A) (i)** The Committee shall consist of the following officers:
  - (a) the Chairman
  - (b) the Vice Chairman
  - (c) the Secretary
  - (d) the Treasurer(who shall be referred to in this Constitution as "Officers") and;
- (ii)** at least sixteen but not more than twenty six other Members. These must include the Chairman of any standing sub-committees, i.e.:
  - 2<sup>nd</sup> Vice Chairman: 1 Member
  - Lunches: 2 Members
  - Activities: 2 Members
  - Welfare: 2 Members
  - Membership: 2 Members
  - Raffle: 2 Members
  - Coffee Mornings: 2 Members
  - Special Events: 2 Members
  - Contact: 2 Members
  - Webmaster: 1 Member
- (B) (i)** The Committee Members (as defined in section (A) (i) and (ii) above shall be elected by the Members at the

AGM and must stand for specific positions. The Chairman shall be eligible for re-election up to a maximum of 2 consecutive years. It is recommended that all other Committee Members should not be encouraged to stand for more than 3 consecutive years in any one position. Only those Members present at an AGM, or those who through unavoidable circumstances are unable to attend and have given their consent in writing, may be proposed for election to the Committee.

- (ii) In the event of the resignation of the Chairman, the Vice Chairman shall automatically assume the duties of the Chairman until the next AGM. The 2nd Vice Chairman shall become Vice Chairman and the Committee shall elect one of its Members to the office of 2nd Vice Chairman. Similarly, should the Vice Chairman resign, the 2nd Vice Chairman shall automatically become Vice Chairman and the Committee shall elect one of its Members to be 2nd Vice Chairman.
- (iii) The Committee may, at its discretion, co-opt Members of the Group to complete its numbers, and such co-opted Members shall be full Members of the Committee until the following AGM. The incoming Committee shall assume office immediately after the AGM.

## **6. FINANCES**

The financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December of each year. During the month of February each year the Treasurer shall submit an Income and Expenditure Account and Balance Sheet, duly audited by a qualified accountant who is not connected with any member of the Committee, and shall circulate

these accounts to the Members and Associate Members of the Group prior to the AGM.

## **7. SUBSCRIPTIONS**

The rate of subscription to the Group shall be fixed annually by the Committee. Payment of the appropriate subscription will confer twelve months' Membership or Associate Membership, commencing from the date upon which payment is received. After this date each of the Members and Associate Members must renew her subscription. Failing this, the Committee retains the right to revoke her membership without further notice.

## **8. BANK ACCOUNT**

The Chairman, Treasurer and a minimum of two other designated Committee Members of the BWG shall be authorised signatories to operate a bank account using any bank with an office in Bangkok and may use deposit, current and savings account. The Committee shall be informed of all payments. All cheques shall require two authorised signatories.

## **9. ANNUAL GENERAL MEETING**

- (i) The Members will be notified in February by newsletter or otherwise in writing of the date, time and place of the AGM.
- (ii) Only those Members of the Group whose subscriptions are paid up to date are entitled to attend the meeting.
- (iii) The normal rules for proposing and seconding resolutions and amendments shall be followed.

- (iv) The quorum at the AGM shall comprise of fifteen percent of paid-up Members, or fifty paid-up Members, whichever is the lesser. The Chairman shall not conduct the AGM unless satisfied that such a quorum is present and if it is not, may postpone the AGM by any period up to three months, the Committee remaining in office meanwhile.

## **10. AGENDA**

- (i) Any items for inclusion on the Agenda of the AGM should be delivered in writing to the Secretary by any of the Members twenty-eight days prior to the date of the AGM.
- (ii) The Agenda, together with any proposed amendment(s) to the Constitution, shall be circulated to members at least 7 days before the AGM. A copy of the audited accounts will be available at the AGM and to any member at least 7 days before the AGM.

## **11. ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

Nominations for Officers and other Members of the Committee, duly proposed and seconded, shall be made in writing on nomination forms issued in advance by the Committee and should be delivered to the Secretary at least seven days prior to the AGM. If no written nomination for a particular post is received, nominations from the floor may be accepted. In the event of a ballot the Chairman shall appoint two tellers from the floor.

## **12. EXTRAORDINARY GENERAL MEETING**

- (i) The Committee in its absolute discretion shall have the power to call an Extraordinary General Meeting (EGM) if deemed appropriate and shall give not less than twenty-

eight days notice of such a meeting to the Members of the group.

- (ii) In addition, the committee, on receipt of a written application signed by not less than ten per cent of the Members of the group, shall call an EGM to debate and decide upon the specific proposal in the application. Such an EGM shall be held within six weeks of the application being received.
- (iii) The quorum at the EGM shall comprise twenty-five percent of the paid up Members and if the prescribed quorum of Members is not present at such a meeting, it shall be dissolved automatically and any proposal or application due to be considered shall be deemed rejected.

### **13. AMENDMENTS TO THE CONSTITUTION**

- (i) The Constitution may be amended at any AGM or at an EGM convened for that specific purpose.
- (ii) Any amendment(s) passed will take effect immediately.

### **14. WINDING UP THE GROUP**

The Group may be wound up by resolution made at any AGM or at an EGM of the Members of the group from the date fixed in the resolution. The assets of the Group shall be disposed of at the discretion of the Committee, a final account being rendered to the Members not later than one calendar month from that fixed date.